

Changes in Student Status for Graduate Students

For more information and complete policy details regarding changes in student status please consult the [2018-19 WFU School of Business Graduate Student Handbook](#) (chapter VI).

Probation, Suspension, and Dismissal.

A student who does not achieve satisfactory academic performance in a particular semester may be subject to probation, suspension, or dismissal. A student on *academic suspension* is not allowed to further participate in his/her program until the Certification Committee's imposed requirements for ending the suspension have been fulfilled. A student on *academic probation* may continue to participate in his/her program while working to fulfill the conditions imposed by the Certification Committee that will remove him/her from probation. A student who has been *dismissed* is separated from his or her program.

All students are expected to put forth their best efforts in contributing to their experience and that of their colleagues at the School of Business. Bases for dismissal can include, but are not limited to:

1. Failure to meet the criteria for continuation as outlined in chapter VI, section III.c of the Graduate Student Handbook.
2. Failure to satisfy the conditions imposed by the Certification Committee for removal from probation or suspension.
3. When recommended by the instructor, for failure to attend class.
4. Being found guilty of an honor code violation or other disciplinary action. A student who is dismissed from the school must clear all accounts with the University Financial and Accounting Services office.

A student who has been dismissed from a program shall have the right to petition for reinstatement one time only. If the petition for reinstatement is denied, no further appeals will be heard by the Certification Committee. If the petition for reinstatement is accepted and the student fails to meet the conditions for reinstatement imposed by the Certification Committee, the student will be dismissed with no option for appeal.

Withdrawal from the School of Business.

If a student desires to voluntarily withdraw from his/her program, he or she must first discuss the plans with their program academic director. To withdraw, a student must submit a dated, written notice to the Certification Committee, through the registrar's office, giving the date on which the withdrawal is to be effective. The statement should include a list of outside agencies to be notified, such as the Veterans Administration, loan programs, etc.

A student who withdraws must clear all accounts with the University Financial and Accounting Services office. Reimbursement of tuition and fees for the semester will be made according to University policies in effect at that time. Attendance starts from the first day of classes. Fractions of a week count as a full week.

Leave of Absence.

A student may request a leave of absence from his/her program academic director for a period of up to two years. The student must clear all accounts with the University Financial and Accounting Services office. A student who has been granted a leave of absence must notify the Certification Committee of his/her intent to return to the school not less than 16 calendar weeks prior to the term that studies are to be resumed. Records of academic performance for returning leave of absence students will be reviewed by the Certification Committee as outlined in Chapter VI in the Graduate Student Handbook.